

CIA/PID STAFF MINUTES

14 Dec 1962

PRESENT:



PAD			
CHIEF			
FC			
EC			X

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1. [] Chief, Collateral Support Division, and his deputy, Mr. Brugioni, have moved their office to Room 514, opposite the drinking fountain on the fifth floor. The extension is [] This office was formerly occupied by [] DMD.

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2. The Salvation Army's Christmas box will be in the lobby of the building until December 19th. Food or toy donations will be appreciated.

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3. [] asked the Support Section of the Staff to take over the responsibility of helping PI's submit formal suggestions to the Central Awards Committee. [] is to obtain information and necessary forms from the Central Awards Committee. [] is going to check with [] and trace the originator of the suggestion for the track on the 40" light tables. The Richards Corp. was called in and this modification was immediately adopted.

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4. [] and [] made a plea at the NPIC staff meeting that if between now and the move, we plan on sending back documents, maps, cans of film, to please do so now and not at the last minute. They will have 12,000 boxes to pack. We will have to pack these ourselves if they are not returned as soon as possible.

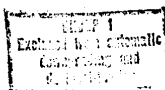
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5. Current plans estimate the move will take from 4 to 6 days. It will begin on 1 January. All classified material will be moved on the first day, and if the movers have time on that day, they will start on the equipment. All division and staff chiefs are asked to be present both the 31st of December and January 1st. PID will work out a plan for personnel and will let people know who else will have to come in. Holiday time will be paid on 1 January. As far as we know, except for personnel required here on 2 January, or in the new building to receive material, most of the other people can stay out. If we become operational on the 3rd of January, for example, then everyone will be called in.

6. There are 67 gray phones in the new building for internal secure phoning. PID has one gray phone to the Liaison Staff (Langley). Once we are all moved in, the encrypting devices will be installed and the phones will then be operational.

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7. The Career Service Board today approved for hiring [] who will be assigned to ABCB.

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8. As directed by General Carter, Main Personnel is watching the movement of jackets throughout the Agency, checking on how long it takes applicant files to circulate and return. General Carter has set 4 days as maximum time. This means that applicant files coming to PID for initial review and consideration must be expedited throughout the branches in 4 days, or less, if other divisions are to review. Admin Staff will be placing PRIORITY tags on jackets, with the date the jacket is due back in Admin Staff downstairs.

9. Branch chiefs are to write their requests for hiring immediately after all the test results, polygraph results, medical and security clearances are in. Prompt attention to this matter may speed up an individual's EOD date.

10. [] emphasized at the NPIC Staff Meeting the importance of the interview report. Admin does not need just a general treatment; they get this from the field recruiter's interview report. They want to know how does the applicant impress us for a PI position. Were any commitments made to an applicant? What was discussed concerning the job? These types of reports are invaluable if used properly.

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11. We have submitted our requirements for field recruiters' information and guidance. If we refuse an applicant, the field recruiters need to know why. Branch chiefs should give the reasons they feel an applicant is unsuitable; a "no interest" is not enough.

12. [] asked the branch chiefs to be sure to note NPIC Reg. 5-100 on Regulatory Issuances. Each branch was issued a copy of this regulation for its files.

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13. We are now getting a copy of the DDI statements that go to the Director on the OAKs and Situms after each day's readout. These statements come into the Director, NPIC. PID will thermo-fax these reports and distribute to branch especially concerned.

14. [] ORR senior representative [] will be in the Center today for short briefings on the Center's operations. [] will introduce him to PID's branch chiefs.

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15. In answer to [] question, Support Staff will take care of transportation of boards to the new building.

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16. Project-type work will stop December 28th. Things should be all ready to go then. [] said analysts should take the good drafting stools; each cubicle in the new building contains one roll-type chair with arms and a guest chair. [] will not be installed until January.

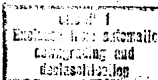
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17. [] inquired if another PI training course was scheduled.

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[redacted] said we hope to have a course ready no later than around the first part of March 1963 to be given in the new building.

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18. [redacted] reminded the chiefs to point out to their new employees the danger of leaving clother, etc., locked in their cars parked in the areas near our building.

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